

Job Description  
*Missouri State Highway Patrol*

Class Title: Driver Examiner Clerk II

Title Code: V00816

Effective Date: 10/07/92

Date Reviewed: 04/24/03

Date Revised: 12/27/04

**Immediate Supervisor:** Driver Examiner Supervisor

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Decisions are made relative to passing or failing of applicants based on well-defined guidelines. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Greets the public; answers questions by telephone and in person relative to license application procedure, Driver Examination program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reasons for examination failure.

Administers written, vision and oral examinations for operators and CDL licenses; sets up vision machine and operates equipment relative to conducting the examination.

Grades examination papers and determines whether test results meet license requirements.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Operates necessary office equipment (e.g., shredder, vision test equipment, telephone, etc.).

Opens the driver examination station each workday and secures the driver examination station at the close of each workday.

Completes and submits various forms and reports; maintains records and files of applicants for licenses and instruction permits.

Processes incoming and outgoing mail.

Performs other duties as assigned.

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### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Missouri's licensing regulations and Driver Examination program.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to open and close driver examination station.

Ability to set up vision machine for testing.

Ability to operate necessary office equipment (e.g., vision test equipment, shredder, telephone, etc.).

Ability to establish and maintain harmonious working relations with others.

Ability to communicate effectively with individuals in person and over the telephone.

Ability to make decisions in accordance with laws, policies, and regulations.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Possess at least one year of experience as a Driver Examiner Clerk I or comparable experience.